

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Water Distribution Supervisor

Revision Date: 03/09

EEO Category: Skilled Craft Worker

EEO Function: Utilities & Trans.

Status: Non-Exempt

Control No: 30511

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Operations Manager and Assistant Operations Manager, supervises the work of personnel and oversees projects pertaining to the maintenance, construction or operation of the water system.

III. Essential Duties:

- Responds to public inquiries, complaints, and requests regarding water service.
- Supervises the work of compliance and distribution personnel. Ensures that all operators and compliance personnel are adequately trained and certified in safety procedures and the handling of hazardous chemicals used in the operations of the water system.
- Plans, coordinates and schedules work assignments and projects pertaining to the maintenance, construction, or operation of water systems and maintains records and produces production reports for the system each month. Plans and supervises a comprehensive annual distribution system flushing program.
- Inventories and purchases materials and equipment for the maintenance of tanks, wells, booster stations, and system operations.
- Maintains cost, compliance and other records regarding work activities. Reviews work orders for accuracy and ensures that well logs are accurately maintained and recorded each month.
- Makes budget recommendations pertaining to water compliance and distribution activities.
- Recommends and enforces approved construction zone traffic control standards.
- Provides technical assistance and consults with other city departments and the engineering division on all matters related to the water system. Keeps management informed of changes in system operations and operational issues.
- Coordinates with Metro Water, Jordan Valley, and Midvale City as needed to monitor and adjust system flows.
- Completes work orders and various other records pertaining to work activities on a daily basis.

IV. Marginal Duties:

- Makes budget recommendations.
- Write reports, memos, and other office correspondence.
- May operate various types of heavy and complex equipment.
- Assists with accident reviews when Distribution or Compliance personnel are involved.
- Performs other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required.

Experience: Five years technical training and/or experience in water system operations, with at least two of those years including progressively increasing responsibilities and supervision. Must be familiar with the basic use of supervisory control and data acquisition systems (SCADA).

Certification/Licenses: Valid Utah Driver's License; UT State Water Distribution Operator, Grade 4 required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision, and planning; tools, equipment, OSHA Safety standards; EPA water standards and other related state and federal regulations; system facilities, equipment, and operations.

Responsibility for: Emergency problems, great responsibility for the care, condition and use of materials, equipment, money and tools; making decisions which affect the activities of others; supervision of all distribution personnel.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent outside contact with the public; must have an ability to deal well with citizens and distribution and compliance personnel, requiring tact and judgment to deal with and influence people.

Tool, Machine, Equipment Operation: Regular use of a computer, copier, calculator and City vehicle. Occasional use of heavy equipment.

Analytical Ability: Prioritize tasks, communicate effectively verbally and in writing, delegate, organize, establish effective working relationships with employees and the public, apply general principles to specific conditions; read plans and specifications.

IV. Working Conditions

Physical Demands: While performing duties of job, moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 50 pounds.

Work Environment: Moderate mental effort is required daily; a great amount of pressure and fatigue is present during an average workday; moderate exposure to overtime with some weekend and holiday work required; constant exposure to deadlines; field work and exposure to noise, dust, all types of weather conditions, and traffic and construction site hazards; 24-hour on call status.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract right to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____